

Jan 2008 Schedule

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		HOLIDAY 1 Normal DW Refresh	2 LABOR: Reverse Dec Month-end Estimate SURCHARGES Normal DW refresh	3 LABOR: PP25 Normal DW refresh	4 LABOR: PP25 SURCHARGES Normal DW refresh	5 Normal DW refresh
6	7 LABOR: DEC NOAA CORPS Normal DW refresh	8 GL: Re-open GL for EDA GL: Final Close January 2008 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh
13	14 LABOR: PP26 Normal DW refresh	15 LABOR: PP26 SURCHARGES Normal DW refresh	16 GL: Update AR Trial Table Normal DW refresh	17 Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh
20	HOLIDAY 21 Normal DW refresh	22 Normal DW refresh	23 Normal DW refresh	24 LABOR: JAN NOAA CORPS SURCHARGES Normal DW refresh	25 Normal DW refresh	26 Normal DW refresh
27	28 LABOR: PP01 Normal DW refresh	29 LABOR: PP01 SURCHARGES Jan Month-end Estimate SURCHARGES SLTs SLTs to be approved for Jan are due to FMB by 4:00 pm ET CA O/U Reversal - Part C Normal DW refresh	30 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the "Tier ONE" closing DISBURSEMENTS: Last run for Jan Normal DW refresh	31 CFS G/L MONTH- END PRELIM CLOSING 6:00 AM ET Close Tier 1 WIP CA O/U Process. 12:00 PM ET Close Tier 2 Normal DW refresh		

TIER "ONE" Closing

Tier "ONE" modules will be placed in "PRELIMINARY" close for the **January 2008 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

8:00 AM ET: "Tier ONE" may begin working on February 2008 transactions.

TIER "TWO" Closing

Tier TWO modules, will be placed in "PRELIMINARY" close for the **January 2008 General Ledger**

- BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
- AR – Accounts Receivable
- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process @ 6:00 AM ET on Thursday January 31, 2008
- GJ – General Journal (GJs and Labor, etc.)
- GL – General Ledger
 - These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.

"Tier TWO," should **NOT** enter **ANY** transactions while January 2008 is still open. **ONLY after January 2008** is closed may "Tier TWO" modules mentioned above begin working on February 2008 transactions.